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MEMORANDUM FOR: Chief, Plans and Policy Staff

20 February 1957

SUBJECT: Intelligence School Weekly Activities Report #8  
14 February through 20 February 1957Document No. 6No Change in Class. ☐☐ DestroyedClass. Changed To: TS S BAuth: 103 70-2Date: 3-10-78 By: 35I. SIGNIFICANT ITEMS - None.II. OTHER ACTIVITIESa. Intelligence Orientation

(1) Intelligence Orientation #6 ended on Friday, 15 February. The critiques again indicated a high degree of acceptance of the course by the students. [ ] was responsible for supervising this presentation of the course and did a commendable job. [ ] handled the Intelligence Products Exhibit for the first time and he is also to be commended for a fine job.

(2) On Monday, 18 February, [ ] met with [ ] and [ ] to discuss [ ] approaching rotation to the Office of Training. [ ] will be assigned to the staff of Introduction to Intelligence and will assume his new duties on or about 4 March.

(3) [ ] met with [ ] on 19 February to discuss Intelligence School capabilities for special handling of a small number of Medical Office personnel. Several possible plans were offered; the final decision should be made at the Career Board Meeting of the Medical Office on 20 February.

(4) On Friday, 15 February, [ ] met with [ ] Office of Security, to discuss progress in the preparation of the special course for Office of Security personnel. The date for the second offering of the course was tentatively set for 14 October - 22 November 1957.

(5) [ ] is out of town presenting a second Writing Workshop for Office of Communications personnel.

b. Management Training

(1) [ ] students completed Basic Supervision #27 (OS 9-11) on 15 February. One student dropped out the first week because of illness. It was an enthusiastic group, with wide variations of capabilities.

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W  
(2) A follow-up meeting for Basic Supervision #21 which originally was held in June 1956 was held on 6 February with 50% of the original class in attendance for the two-hour session. Two other follow-up meetings for Basic Supervision #22 and #23 are being scheduled for the week of 25 February, and plans for a larger meeting for several groups with General Cabell as speaker are now being made.

25X1

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(3) Basic Management #32 (OS 13-15), which is scheduled to begin 25 February, has [ ] people enrolled as of 19 February.

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C  
(4) [ ] will conduct the second Management (Special) presentation for OSI at [ ] 25 February - 1 March. [ ] OSI supervisors, from D/AD through Branch levels, are enrolled. Dr. Seoville, AD/SI, will participate in the last two days.

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c. OTR Orientation Officer

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W & C  
(1) [ ] presented a lecture entitled "The Role of CIA" on 15 February at the Command and Staff School, Maxwell Field, Alabama, to 800 field grade officers enrolled in the full year course. The forty-five minute lecture was followed by a lively forty-five minute question period.

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(2) The CIA Review was held for [ ] overseas returnees on 13 February.

(3) The CIA Introduction, scheduled for 18 February, was postponed until 25 February because the carpenters had not finished their work in the auditorium.

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(4) At the request of [ ] DD/Sec (PPS), [ ] presented a lecture on "Communist Strategy and Tactics" as part of the Area Security Officers Course conducted by the Office of Security.

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d. Intelligence Training

(1) Intelligence Techniques #4, started on Monday, 18 February, with [ ] students. In addition to [ ] JOT's, there are [ ] from NSA, and [ ] from OCR and OCI. [ ] is supervising this course.

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W  
(2) The seventh OO/C Refresher course was completed on 13 February. [ ] Field Office and Headquarters personnel attended. The curriculum, planned and scheduled in consultation with the OO/C Training Officer, was revised for Contact Specialists now attending the course for the second time. The revised course was received with unanimous enthusiasm both by personnel attending and OO/C Headquarters.

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W (3) The first presentation of the new 27-hour course of Intelligence Research (Maps) was successfully concluded on Friday, 15 February. Of the [ ] students who completed the course, [ ] were from ORR, [ ] from OCR, and [ ] from OC/FDD, TSS, the Office of Personnel, and the PP Staff. A formal course completion report will be made as soon as the critiques have been completed and turned in.

e. Reading Improvement

(1) Students who completed Reading Improvement class #31 in November 1956 were retested last week. The results showed satisfactory retention of their skill gains.

W a C (2) Major Kraft and Captain Goodwin, supervisors of the Air University Reading Improvement Course at Maxwell Field, visited the Reading Improvement Faculty on Monday, 18 February, with Mr. Edmund Fulker, Chief of the Air Force Reading Laboratory in the Pentagon. Information was exchanged about teaching methods and reading tests.

f. Administrative Training

(1) Finance Procedures, a tailored presentation for support personnel going to small stations overseas, has been tentatively scheduled for 25 March. It will be announced in the March issue of the OTR Bulletin.

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(2) [ ] spent two days at [ ] being briefed on the installation.

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g. Instructor Training

[ ] was out of town 18 and 19 February on a special assignment for the Office of Communications.

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h. Clerical Training

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(1) During the week of 11 February there were [ ] people in Clerical Induction and [ ] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 11 February were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

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(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher on 18 February were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

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(4) On 13 February [ ] met with members of the A & E Staff to give a summary of the types of training offered in the three sections of Clerical Training.

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(5) [ ] of the Intelligence Orientation staff has requested that a member of Clerical Training work with a special group of trainees he recently instructed in English. He feels that a number of the trainees need follow-up training in the subject. An instructor is being assigned to work on this project, but the training will necessarily be on a "correspondence" basis.

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*why?*

(6) Plans are being made for [ ] world champion typist, to conduct a typing demonstration in the Clerical Training classes in April.

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1. Visual Aids Staff

The weekly activities report of VAS is attached.

III. PERSONNEL NOTES

a. [ ] returned from active military duty on Tuesday, 19 February.

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b. On Wednesday, 13 February, [ ] became members of the CIA Career Staff.

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c. [ ] will leave on Friday for five days' leave on Sanibel Island, Florida.

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[ ]  
Chief, Intelligence School, TR

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